

West Virginia Board of Risk and Insurance Management  
RFP#091615  
Responses to Written Questions

1. Can the BRIM please explain in greater detail what they are looking for in regards to "perimeter (each floor)"? Is this a piece of data that the BRIM will need to have gathered during the on-site appraisal portion of the project? Additionally, Is the BRIM requesting that the property management system include a separate field to record the perimeter of each individual floor of the building?  
**BRIM is looking for the measurement of the distance around the structure and each floor. You will need to discuss your selected approach in the RFP response. A separate field is not required but the information can be entered into a miscellaneous box or field.**
2. Can the BRIM please explain in greater detail what they are looking for in regards to "Partition Length"? Is this a piece of data that the BRIM will need to have gathered during the on-site appraisal portion of the project?  
**BRIM is looking for the interior load bearing partition(s) and their length(s). You will need to discuss your selected approach in the RFP response.**
3. Can the BRIM provide an estimated amount of miscellaneous fields needed in addition to the required fields?  
**BRIM estimates a minimum of 2 and is not requiring additional work or information other than what is required. The fields will be utilized for additional information that needs reported.**
4. Will the BRIM require building diagrams as part of onsite appraisals?  
**BRIM is requiring a building diagram to be included in the report and as an image in the appraisal software system.**
5. Will the BRIM accept a modeling of contents approach? If not, which approach would the BRIM prefer?  
**BRIM will accept the modeling of contents approach. Vendors should discuss the approach they propose to use in their RFP response.**
6. Can the BRIM please clarify and provide a detailed listing of all the miscellaneous features that will be included in the appraisals?  
**BRIM does not have a specific list of features that is required. The appraisal should include features that are unique to the type of risk being appraised.**
7. Will vendors have the opportunity for oral presentations and software demonstrations prior to award? If yes, are dates and times scheduled?  
**Yes, vendors will be allowed to make a presentation of their software via online or in person. The times and dates will be determined after bids are received and reviewed.**
8. Is the BRIM currently using a property management system? If yes, which one?  
**BRIM had a contract with American Appraisal which expired on June 30, 2015.**
9. Is it the BRIM's intention to manage all 19,828 vehicles mentioned in the RFP utilizing the requested property management system?  
**No.**

10. Page 1 (Purpose) outlines several different valuation terms, including Replacement Cost, Actual Cash Value, Historical Building Value, and Functional RC Value. Does the State have specific definitions for each, and how will the successful vendor be directed in choosing the desired approach for each subject property?  
**Vendors should be able to address each approach. The preferred method is Replacement Cost but should any of the other valuation methods be needed, the vendor and BRIM will discuss prior to the appraisal.**
11. Page 7 (Item 12. Payment) indicates payment in advance is prohibited under the resulting agreement. Is a form of progress invoicing acceptable for the appraisal services, as it is assumed each year's cycles will involve multiple months?  
**Yes.**
12. Page 12 (Item 4. Project and Goals) outlines approximately 14,000 total structures will be included in an initial upload to the vendor's system.
- a. Can sample (electronic) examples of the export file(s), digital images, and scanned support documents (referenced on page 14) be provided for our review?  
**BRIM will provide Attachment 4 in excel format.**
- b. Can the State estimate how many digital images are currently available for import from your current estimate of 14,000 structures?  
**There are limited digital images and hard copies of reports that have not been scanned. We do not intend to provide as part of this contract.**
- c. Can the State estimate how many scanned documents are currently available for import from your current estimate of 14,000 structures?  
**Hard copies of reports have not been scanned. We do not intend to provide as part of this RFP.**
13. Page 13 outlines all the requested fields the State would like to have established in the new Property Management System.
- a. Digital Photos – do you have any restraints or requests for how many per building?  
**BRIM does not have any restraints for the digital photos and would like at least two different views of the structure.**
- b. Perimeter for each floor – should this be considered a standard data collection point for every building to be included in the appraisals?  
**See response to question 1.**
- c. Partition Length – should this be considered a standard data collection point for every building to be included in the appraisals? Is it the State's expectation that these be the result of an actual physical measurement in every subject structure for appraisals?  
**See response to question 2.**
- d. Multiple Miscellaneous Fields – Can you please expand with more specific data if this is an appraisal requirement?  
**See response to question 3.**

e. Diagram – if a requirement for each building to be appraised, does the State have any specific requirements for formatting or layout?

**See response to question 4. BRIM does not have any specific requirements for formatting or layout.**

14. Page 14 (Item B. PROPERTY APPRAISAL PROGRAM) again refers to roughly 14,000 buildings and directs vendors to estimate our proposed costs without any indication of how many buildings will be designated for inclusion in the appraisals. Attachment 4 provides a “Potential Listing of Locations” for our review, including approximately 1,640 major buildings.

a. Can vendors assume the 1,640 buildings would be a representative listing of buildings for one or more year’s work?

**We will not be inspecting all 1,640 buildings during any one year.**

b. Can the State provide the same list of Building electronically (Excel preferred) for our further review and analysis?

**Yes. See attached Excel listing.**

c. Without knowing what the State expectations are for cycling through your structures, establishing a meaningful pricing schedule will be challenging – as well as inconsistent between vendors. Would the State be willing to establish a set of optional scenarios for all vendors to respond to with their pricing (i.e. all buildings in Attachment 4 are to be appraised at once might be one scenario)?

**BRIM is not necessarily looking for one specific pricing schedule. Cost will play a factor in determining how many appraisals are conducted in any given year. BRIM has buildings insured in a range from \$0 to \$400,000,000. One possible pricing methodology is for a vendor to bid a certain amount per appraisal based on the value of the building appraised. For example, a vendor could charge \$X for appraising a building with a value falling between \$0 and \$50,000 and charge \$Y for appraising buildings between \$50,001 and \$150,000. [The values provided are illustrative and not meant to be a guide.] BRIM does not want this example to preclude the use of any other pricing structure a vendor might want to put forward.**

d. Item C. refers to Land Improvements – how would you like these included in the reports – separated from the Building values (i.e. separate line items), or included?

**Land improvements need to be listed separately from the Building values and are for informational purposes only.**

e. Item C. also refers to Contents. What is the State’s expectation for inclusions of these values in the appraisal?

**BRIM expects the value to be reported separately and see response to question 5.**

f. Item C. also refers to three (3) written reports. Are any deliverables required in hardcopy formats, or are electronic (pdf) formats acceptable?

**Deliverables of (3) hardcopy written reports are required as well as the ability to access reports through the vendors online data system.**

g. Item C. (reports) – does the State have samples of desired formats?

**No.**

15. Other Software Questions –

a. Is the State interested in a “portal” viewing (online) format so various users can log-in from different locations?

**Yes.**

b. Are there any Certificate of Insurance data collection needs related to specific locations/buildings?

**No.**

c. Will you require a dedicated, private cloud hosting environment or shared cloud SaaS environment?

**BRIM is not locked into one particular method for the environment. Vendors will need to detail their security, business continuity and disaster recovery plans.**

16. On page 13 of the RFP – data elements, please describe what is required for “diagram”. Are you looking for plat plans, building diagrams (footprint) or something else?

**BRIM is looking for a basic flat floor diagram.**

17. On page 13 of the RFP – data elements, please describe what is required for “partition length” and “partition finish”.... Is this related to interior walls?

**See response to question 2.**

18. On page 21 of the RFP – Attachment B: Mandatory Specification Checklist, it mentions Section 4, Item 5 (A-L)... the RFP shows only A-H... are there others or is this a misprint?

**The Mandatory Specification Checklist for Section 4, Item 5 is (A-H). The (A-L) was a misprint.**

19. What software system does BRIM currently use to manage property data?

**BRIM currently utilizes an online Sequel Database and mainframe application written in SAS/VSAM.**

20. Please confirm that the contract period is for one (1) year with two (2) optional one year extensions.

**The contract period is for one (1) year with two (2) optional one year extensions.**

21. Approximately how many buildings have you had appraised annually in the past... and do you anticipate continuing with that volume?

**BRIM inspected approximately 1,400 buildings during the period of 2009-2014. The number inspected will be dependent on the cost to undertake them but we would like to do as many as we have in the past.**

22. Will the group of selected buildings that are to be appraised each year be geographically located? (all in the same general location of the state).

**BRIM will prioritize generally based on value of property and those that present the greatest exposure to loss.**

23. On page 16 (D) of the RFP regarding Attachment B - it mentions “signing and dating the attachment”. There is no place on the Attachment B form for a signature or date... are you referring to Attachment D, which does has a place to sign and date?

**The certification required in Attachment B is addressed by fully executing Attachment D.**

24. During the inspection process of the building appraisals, will the vendor need to simply “verify” existing data that is in the system?... or will ALL new data need to be created, such as sq. footage, partition lengths etc.

**If information is provided, the vendor will need only to verify its accuracy. If it isn’t provided, the vendor must gather and provide it.**

25. Have past building appraisals provided the same data elements as the RFP requests, or are there additional data elements being collected for this contract?

**The elements are the same as requested in the 2012 RFP; no new elements have been added to the list located on the page 13 of the 2015 RFP.**

26. The “potential” listing of buildings for appraisals that you provided shows all buildings valued at \$1 million and above. Do you anticipate having lesser valued buildings appraised in this contract, or will they all be above \$1 Million?

**At this point, inspection of structures below \$1M will be on a limited, special need basis.**

27. On page 1 under General Information – it mentions ACV, functional replacement cost value and Historical building values may be required “if necessary”... Regarding the Cost proposal, are you looking for a **per-building fee** for the standard Replacement Cost Value appraisals.... **AND separate per-building fees** for the Historical Building values, ACV and Functional Replacement Cost value, if needed?

**Yes.**